

JOB ANNOUNCEMENT

POSITION TITLE: LAN Administrator III
LOCATION: Administrative Office of the Courts, Salt Lake City
TYPE OF POSITION: Full-time, with benefits, possibility to become merit status after one year of employment
HIRING RANGE: 60-65/ \$24.74 to \$28.34
CLOSING DATE: July 20, 2006 at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources Department
Administrative Office of the Courts
450 S. State Street
Salt Lake City, Utah 84114
Phone: 801-578-3890
Fax: 801-238-7814

DUTIES:

- Supervises subordinate personnel and staff, including making hiring recommendations, determining workload, delegating assignments, training, monitoring, and writing performance evaluations.
- Develops project objectives and network requirements; reviews work prior to implementation; ensures all work and documentation meet established standards; provides technical assistance to the project team, and participates directly in project as required.
- Investigates, identifies and defines local area network problems and beneficial network enhancements by communicating with network users, resolves problems concerning network design.
- Evaluates new products and ideas; develops feasibility reviews relevant to potential users covering the full scope of functional specifications, including cost/benefit analyses and operational impact assessments.
- Work with programmers and staff to determine requirements, and set up systems to meet those requirements.
- Installs and configures hardware and software to include network operating systems, wide area systems, file servers, imaging systems, routers, switches, frame relay, ATM, private line circuits, firewall, and other applicable components.
- Independently troubleshoots hardware and software problems on the Microsoft, Novell, and Unix platforms. Provides instruction and training on hardware and software.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelors degree in computer science or related field; or any equivalent combination of education and work. Should be familiar with network administration. Should be experienced with Unix or Linux platforms. Must be able to communicate effectively, both orally and in writing; strong technical skills; strong public relations skills; ability to develop clear and detailed documentation. Must be able to travel to remote court locations and stay overnight as required. Must be able to lift 50 lbs.

APPLICATION INFORMATION:

Applications may be obtained from Utah Dept of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, UT . Phone: (801) 578-3890 or downloaded at www.utcourts.gov

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.